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## HOW TO COMPLETE THE STUDENT FINANCIAL AGREEMENT

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Brenau University is committed to providing customer service that will help ensure the success of its students. One way Brenau does this is by relaying important financial information and confirming payment arrangements up front. Upon completion of the Student Financial Agreement, students are financially cleared to register. Student will be contacted by a member of the Student Accounts team to follow up on the payment preference and establish formal arrangements. Below you will find instructions on how to complete the Student Financial Agreement and detailed information on your financial options.

### LOGGING INTO CAMPUSWEB

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1. Go to <https://my.brenau.edu>.
2. Click First Time User under the Login button. Follow the prompts by entering the personal email address you applied with and your student ID number. *You must have your student ID before you are able to complete this step.* In the event that you have already completed this First Time User process, you can simply log in with your username and password that you've established.
3. Click the CampusWeb link.
4. Click on **My Financial Agreement** on the left menu bar
5. Choose 2 financial options and click submit

### FINANCIAL OPTION CHOICES

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#### SELF-PAY PLAN

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There are two (2) Self-Pay options that may be used alone or in combination with the Third-Party Billing, Tuition Reimbursement and/or Financial Aid Plans.

**Option 1: Payment in Full.** This plan requires that 100% of tuition and any fees for the applicable semester be paid in full by the first day of classes for that semester.

**Option 2: Installment Payment Plan.** This plan allows you to split the cost of tuition in 3 or 4 monthly payments.\* You can choose between a 3-month or 4-month plan. A \$35 deferred payment fee (3-month plan) or \$50 deferred payment fee (4-month plan) will be assessed one time during each semester in which you opt for installment payments. The fee is due along with the first installment payment for that semester. \*Students in a Day program can set up 10-month, full-year payment plans for a fee of \$75.

NOTE: Invoices may not be sent prior to payment installment due date, and all plans are subject to late fees if payment is not received by the due date.

#### THIRD-PARTY BILLING PLAN (EMPLOYER/MILITARY/GOVERNMENT AGENCY)

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Third-party billing plans are available if Brenau University has approved your company for direct billing and your employer will be paying a minimum of 50% of your tuition per year; if you are currently active-duty military or a civilian government employee; or if you are currently eligible for benefits under Department of Veterans Affairs programs Vocational Rehabilitation and Employment (Chapter 31) or Post-9/11 GI Bill (Chapter 33).

Employer third-party billing is only available as an option if both the employee and employer comply with the terms of the agreement. You will automatically be required to comply with the terms of the Self-Pay Option if the following occurs:

1. Your employment ceases with an approved direct bill company.
2. You do not submit the company voucher on a timely basis.
3. Your company does not pay the University within 90 days of the course start date. (At this point, you will need to contact the Accounting Office to select another Finance Option.)

All employer, military, or government tuition assistance vouchers or forms must be received by the University at least one (1) week prior to the start of each course. It is your responsibility to assist the University in expediting payment from your employer, the military, or a government agency, if necessary. Any amounts not covered by your employer, the military, or a government agency must be paid 1 week prior to the start of each course.

NOTE: The Third-Party Billing Plan **does not** include Montgomery GI Bill (Chapter 30) benefits since those benefits are paid directly to the student.

#### TUITION REIMBURSEMENT PLAN

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The Tuition Reimbursement Plan is available as a Finance Option if you qualify for your employer's tuition reimbursement program and if your employer reimburses at least 50% of your annual tuition. If your employer's tuition reimbursement does not cover 100%, the Tuition Reimbursement Plan must be used in combination with the Financial Aid Plan and/or one of the Self-Pay Plan options. Tuition and fees are deferred a maximum of 30 days after the end date of each course regardless of when you receive reimbursement from your company.

Terms and conditions of this plan are not contingent upon the receipt of your grade and your completion of a course. If your tuition and fees are not paid in full 30 days after the end date of a course, registration for subsequent semesters may be held or reversed.

## **FINANCIAL AID PLAN**

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Undergraduate students (associate's and bachelor's degree-seeking) may qualify for federal student financial aid programs such as the Federal Pell Grant, the Federal SEOG Grant, and the Federal Direct Loan (Subsidized, Unsubsidized, and Parent PLUS). In addition, Georgia resident undergraduates may qualify for the HOPE Scholarship, the Georgia Tuition Equalization Grant, and the Georgia Student Access Loan.

**Graduate students** (master's degree-seeking and above) may qualify for the Unsubsidized Federal Direct Loan and the Graduate PLUS Loan. (Note: Graduate PLUS requires the applicant to pass a credit check.)

In order to utilize the Financial Aid Plan, you must:

1. Submit a completed FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible prior to your planned enrollment start date;
2. Respond in a timely fashion to requests from the Office of Financial Aid for additional documents to satisfy federal verification requirements or to answer questions regarding information related to your application;
3. Accept financial aid offered; and
4. If accepting Federal Direct Loans, complete a Loan Entrance Counseling session and a Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov) (required of first-time Brenau borrowers only).

## **FACULTY SCHOLAR**

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Brenau Employees and their spouses and dependents may be eligible to receive tuition waiver after 6 months of employment. The waiver is based on employment status and is approved by the Human Resources Department. More details can be found in employee ADP portal under Resources > Company Information > Company Policies.